Annotated NAEP 2009 Single School Template

									Demographic variables				
Field	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Race/ Ethnicity	School Lunch	On-Break Indicator
Field Type	Alpha; required	Alpha	Alpha; required	Numeric ONLY; required	Any	Numeric ONLY; required	Numeric ONLY; required	Any; required	Any	Any	Any	Any	Any

Note:

1. Include ALL students in each sampled grade, regardless of potential eligibility. Students will be sampled after e-filing is completed.

3. With the exception of On Break, include ALL columns in the template, even if there is no data for some of them.
   During the E-Filing process, empty columns may be mapped to N/A

4. Include the On Break column only if the school is year-round.

5. Although not recommended, extra columns may be included and can be mapped to "N/A" during the e-filing process.

6. The *sequence* of columns can be different than shown in the template, as long as all columns are included.

7. Column *names* can vary from those shown, but should be easily identifiable so that the school can map them to NAEP variables during
   e-filing. Although column headers are not required, their inclusion is preferred for clarity.

8. All data are required, but the following data MUST be provided or fatal errors will occur during e-filing:
   > Student first and last names (middle is optional - use if two students have same first and last names)
   > Birth month and burth year, in separate columns
   > Grade

9. The school should include whatever data they have for SD/ELL, even if it is not final. NAEP Operations needs as much of this data as
    as possible at the time of e-filing so that they can prepare SD/ELL questionnaires.

10. Although Homeroom is not a required field, it should be included to help locate students on the assessment day.   A different homeroom
     name or number for each student will trigger a warning during e-filing.

11. Make sure there are no blank rows, comments, or duplicated heading rows in the spreadsheet.

12. Only one worksheet per workbook! The worksheet may be named.

13. Only one grade level per workbook. Schools selected for multiple grades will need to make separate Excel file for each grade.

NAEP 2009
INSTRUCTIONS FOR PREPARING
AN ELECTRONIC FILE OF STUDENTS
[Idaho]

NAEP needs a complete list of students in the selected grade(s) at your school in order to draw a random sample of students to participate in the assessment. Your student data electronic file (E-File) must be submitted as a Microsoft Excel file (version 95 or later) **with an .xls extension**. The NAEP 2009 E-File Excel Template is available for your use from the MySchool website at Step 2. **We recommend that you create your student file using the NAEP 2009 E-File Excel Template.**

A. Prepare your school student data E-File as follows:

For each grade selected to participate in the NAEP 2009 assessment, prepare and **submit a separate Excel file** of **all students enrolled in the sampled grade** during the 2008-2009 school year using the most current enrollment data available. If this is a year-round school[1], note the special instructions below.

Include in the file ALL students in the grade, even those students who typically may be excluded from other testing programs, such as students with IEPs or 504 plans (SD), English language learners (ELL), or students with limited English proficiency (LEP).

Also include students in the sampled grade who were displaced from other locations due to hurricanes and other disasters, but not include foreign exchange students.

Special instructions for multi-track year-round schools—Include students who will be on break/on vacation on the scheduled assessment day along with all of the other students enrolled in the sampled grade. The NAEP 2009 E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

Your E-File must contain the following demographic data variables:

✓ Student first name.

✓ Student last name (alphabetical by last name is preferred).

✓ Grade in school (4, 8, or 12).

✓ Homeroom or other locator (This locator information is needed to minimize disruption on assessment day. Indicate homeroom number, track number, or any other type of grouping that you use that will be helpful in locating students and notifying them of the assessment.)

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[1] In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25%) of the students will be on break or on vacation.

- ✓ Month of birth (M or MM; must be submitted in numeric format, not text).
- ✓ Year of birth (YY or YYYY).
- ✓ Sex.
- ✓ Race/Ethnicity—one code per student.
- ✓ National School Lunch Program (NSLP) eligibility indicator.
- ✓ Students with disabilities (SD) indicator—for students having an Individualized Education Program (IEP), 504 plan, or equivalent classification *for reasons other than being gifted and talented.*
- ✓ English language learner (ELL) indicator—for students classified by the school as English language learners or limited English proficient.
- ✓ **On Break indicator (required for year-round schools only).**

If you are unsure about some of the information or it is not available for a student (e.g., NSLP eligibility), record "N/A" (Not Available) in the column. This will indicate to your NAEP representative that the information is unavailable at this time and must be collected at a later date prior to the assessment.

During the E-File process, you will be asked to match/map your school's values to the NAEP codes which are listed below for your reference:

Race/Ethnicity:

- *White, not Hispanic*: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East.
- *Black, not Hispanic*: A person having origins in any of the Black peoples of Africa.
- *Hispanic*: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race.
- *Asian or Pacific Islander:* A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the original peoples of the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.
- *American Indian or Alaska Native:* A person having origins

in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

When necessary, schools may use the following codes:

- *Other*: A person who identifies with more than one of the non-Hispanic categories or has a background other than the ones listed.

- *Information unavailable at this time:* If you currently do not have this information for a student, record "N/A" (Not Available) in the for the student in your file. Match "N/A" to this code to notify your NAEP representative of the need to collect the data at a later date.

National School Lunch Program (NSLP):

- *Student not eligible to participate.*

- *Free lunch:* Student receives a free lunch.

  If your district/school database does not distinguish between "free" and "reduced price," code these students as being "Free lunch*."***

- *Reduced price lunch:* Student receives a reduced-price lunch.

- *School not participating:* School does not participate in the NSLP.

- *Information unavailable at this time:* If you currently do not have this information for a student, record "N/A" (Not Available) in the cell for the student in your file. Match "N/A" to this code to notify your NAEP representative of the need to collect the data at a later date.

Students with disabilities (SD):

- *Yes, IEP*

- *Yes, 504*

- *Yes, IEP or 504 plan in process*

- *No, not SD.*

- Students who are classified as **gifted or talented** should be coded as *"No, not SD."*

- *Information unavailable at this time:* If you currently do not have this information for a student, record "N/A" (Not Available) in the cell for this student in your

file. Match "N/A" to this code to notify your NAEP representative of the need to collect the data at a later date. Also, if it is not possible to distinguish between "Yes, IEP" and "Yes, 504" for a student, map the student to this code.
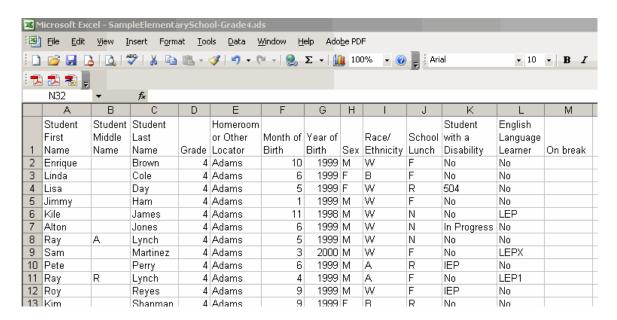
English language learners (ELL)[2]:

- *Yes, ELL.*

- *No, not ELL.*

- *Formerly ELL:* If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes these students in the ELL subgroup for AYP calculations, the student may be coded as "formerly ELL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code.

- *Information unavailable at this time:* If you currently do not have this information for a student, record "N/A" (Not Available) in the cell for the student in your file. Match "N/A" to this code to notify your NAEP representative of the need to collect the data at a later date.

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[2] Also known as limited English proficient (LEP).

B. Additional considerations for ensuring the E-File process goes smoothly:

1. The NAEP 2009 E-File Excel Template is available for you to use in providing student data to NAEP. **Use the Excel template, use it as it is.** Do not change the column headers. Student information must begin on the second row. Do not skip any rows and do not leave any rows blank. The template (NAEP 2009 E-File Excel Template.xls) is available on the MySchool website at Step 2.

2. If you choose not to use the NAEP 2009 E-File Excel Template, the columns in your Excel E-File do not have to be in any particular order. You will be able to identify the contents of each column after you have submitted your file. (For example, you will be able to indicate that your column labeled "Gender" is what provides the NAEP "Sex" information, and your value of "1" is "Male" and a "2" is "Female," or whatever the correct interpretation.) **We recommend that you create your student file using the NAEP 2009 E-File Excel Template.**

3. If you merge or cut and paste data from another file into the template, review the file afterward to be sure there are **student data in every row and there are no column headers or blank rows in the middle of the data**.

4. You should not have **stray notes at the bottom of your table** or they will be read as data resulting in a warning or error message.

5. There should be **only one worksheet with data in the Excel file**. If there are other worksheets, they must not contain any data.

6. The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing "Welcome" page. Each succeeding row will be considered a student record.

7. **If there are any blank rows, column headers in the middle of the student data, or notes entered in the student list Excel file, delete them before E-Filing or your E-File data will be flagged for your review and correction**.

8. Be sure to give your file **a unique name**. Click on "File," then "Save As," and give it a name such as **"Your School Name Grade 8.xls."** Should you need to reference your file again, this will help you locate it after E-Filing.

9. As a final quality control check, after creating and saving your Excel file, reopen the file and review it to be sure there are student data on every row except the first (header) row.

The following is an example of an E-Filing Excel file used for reporting student data for a school that is not on a year-round schedule:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Race/ Ethnicity	School Lunch	Student with a Disability	English Language Learner	On break
2	Enrique		Brown	4	Adams	10	1999	M	W	F	No	No	
3	Linda		Cole	4	Adams	6	1999	F	B	F	No	No	
4	Lisa		Day	4	Adams	5	1999	F	W	R	504	No	
5	Jimmy		Ham	4	Adams	1	1999	M	W	F	No	No	
6	Kile		James	4	Adams	11	1998	M	W	N	No	LEP	
7	Alton		Jones	4	Adams	6	1999	M	W	N	In Progress	No	
8	Ray	A	Lynch	4	Adams	5	1999	M	W	N	No	No	
9	Sam		Martinez	4	Adams	3	2000	M	W	F	No	LEPX	
10	Pete		Perry	4	Adams	6	1999	M	A	R	IEP	No	
11	Ray	R	Lynch	4	Adams	4	1999	M	A	F	No	LEP1	
12	Roy		Reyes	4	Adams	9	1999	M	W	F	IEP	No	
13	Kim		Shanman	4	Adams	9	1999	F	B	R	No	No	

Note: You may use school/district/state codes in the Excel file as long as they can match or map to the NAEP codes. For example, Idaho's LEP & LEP1 codes map to NAEP's "*Yes, ELL,*" and Idaho's LEPX maps to NAEP's "*Formerly ELL*."

If you need assistance, <u>please</u> call the NAEP Help Desk at 1-800-283-6237.

PREPARING THE EXCEL FILE WITH STUDENT DATA
Idaho - NAEP 2009

ALL STUDENTS. All students enrolled in the school at the "target" grade level should be included in the file, including all students with disabilities and all students with limited English proficiency. NAEP has a process for identifying students who require testing accommodations or who may be excluded from the assessment.

ONE GRADE PER FILE. Information in a file is restricted to only students in one grade level, either grade 4, grade 8 or grade 12. Schools where more than one grade will be assessed need to complete and submit a separate Excel file for each grade.

USE TEMPLATE AS DIRECTED. Don't add any rows or columns to the Excel file for titles or notes or to make the file "more readable" to the eye. In the upload process, the first row is understood as column headers, and all other rows are read as student data, even blank rows. The template has only one worksheet.

FILE NAME. Name the Excel file to show school name, grade level and test year. For example: HawthorneGrade4NAEP2009.xls

MIDDLE NAME. The middle name is essential only when two or more students in the file have both first and last names in common. Middle Name is a "tie breaker."

HOME ROOM LOCATOR. The Home Room Locator is essential for grade 4 because students are tested in their intact, regular classrooms. It may or may not be useful for grades 8 and 12.

STUDENTS WITH DISABILITIES. You may use district or school codes in the Excel file, but they must map to either "Yes, IEP" or "Yes, 504" or "Yes, IEP or 504 Plan in Process" or "No, not SD." Gifted/talented students are coded "No, not SD."

LIMITED ENGLISH PROFICIENT (LEP). Use the same codes that you use for ISAT. LEP and LEP1 map to NAEP's "Yes, ELL." LEPX maps to "Formerly ELL." NO maps to "No, not ELL."

SCHOOL LUNCH STATUS. If your district/school uses YES and NO codes to indicate school lunch eligibility status, map YES to "Free Lunch" and NO to "Student not eligible to participate." If you use three codes (e.g., FREE, REDUCED, NO), both codes showing eligibility should be mapped to "Free Lunch" and non-eligible students should be mapped to "Student not eligible to participate."

INFORMATION UNAVAILABLE AT THIS TIME. There may be a newly enrolled student for whom one or more bits of program information is not yet available. In these instances enter the code "N/A," which will map to "Information unavailable at this time." During the pre-assessment visit, the NAEP representative and the designated school coordinator will sit together and take the time necessary to enter the missing data by hand on the working printouts.